

See

25 February 1952

MEMORANDUM FOR: Chief, Personnel Division, Covert
FROM : Chief, Placement Branch
SUBJECT : Monthly Progress Report--Personnel Program

In accordance with the request of the Deputy Personnel Director in his memorandum of 13 February 1952, progress for the month of February 1952 as it pertains to Placement activities of the Division is reported below:

a. Improved initial selection and placement of employees. Due to the preliminary rumors and the final imposition of the personnel ceiling within the organization, the Placement Officers have been able to do a more selective job in the placement of candidates for the operating branches. However, they have found that in many instances, the branches have requested that we hold up on actual interviews until they have determined what their own status will be. During the early part of the month, the cases to security were those candidates selected in January. However, since the middle of the month, we find that the branches are submitting actions on well-qualified candidates only and in fact, in many instances are doing a review of the cases now in security with an eye to selecting out the borderline cases previously chosen. I, personally, feel that the ceiling will be a tremendous asset to us in our program for increased quality.

b. Placement Follow-up. Placement follow-up with employees and supervisors is now operating but on a trial run basis for a period of one week. As a result of this trial run, additional steps will be taken to refine the program and go ahead on a large-scale basis. Actual movement on this matter was delayed pending an anticipated over-all training program which was being worked on [redacted] for all Placement Officers, Overt and Covert. In view of the fact that the training had not yet been scheduled, we went ahead on our own with a brief preliminary instruction and a limited sampling as indicated above.

c. More accurate recruiting requisitions. These will be forthcoming in the very near future in that most of the operating divisions are surveying their needs in view of the ceiling and will be resubmitting requests on the basis of the latest figures. Placement Officers have found that about 50% of the divisions have cancelled their outstanding requisitions until such time as they can determine their needs and can resubmit according to current information. The Placement Officers are following the situation closely and are keeping me advised.

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